

BEVERLY HILLS **ACADEMY SUMMER PROGRAM**

Information Sheet 2022

"Chickadees" Toddlers Group

"Owls" Primary Group Ages 3 - 5

"Eagles" Elementary Group Ages 6 - 10

Welcome to Beverly Hills Academy's Summer Program! Please take a moment to review this information. If you have any further questions, please call us at (248) 433-9470.

Our Summer Program

The full day program runs 9:00 A.M. to 3:30 P.M. daily.

To accommodate working parents, BHA offers extended care. Students enrolled in our program have extended hours and may be dropped off as early as 7:00 A.M. and remain through 6:00 P.M. Our bookkeeper will keep track and use 1Core for billing.

Once enrolled in the summer program, parents may add weeks as needed. You will need to contact our office to make the new changes on your original application. If it is your intention to add a session for your child, we ask that you please do so a week prior. **NOTE:** You may sign up for one week at a time. However, please be aware that students may not attend without their tuition paid in full prior to attending.

Beverly Hills Academy will be closed Monday, July 4 through Tuesday, July 12, 2022. Session Four begins Wednesday, July 13, 2022

BHA has worked closely with Oakland County Health Department since the beginning of the pandemic. We would like to remind you of the following:

- Please reinforce cough and sneeze etiquette and hand hygiene with your child, specifically reminding them to cough or sneeze into their elbow and wash their hands or use sanitizer as necessary.
- Please remind children to be respectful of other people's choices regarding mask wearing. Whether a student or staff member wears a mask is a family decision, and we all need to practice kindness and respect each other's decisions.
- We continue to stress the importance of monitoring your student for any signs of illness. Please keep your student home if they are experiencing any symptoms, and contact the school office if your student is experiencing symptoms of illness or has tested positive for COVID-19.

Limited Access

We love our BHA families and other visitors, but at this time, for your safety and ours, we are limiting access to students and staff members. Parents should utilize BHA's valet service and

not enter the building. Please drop off and pick up your children in the front circle. Parents using our before/after extended care will drop off/pick up at the side extended care door.

Hand Washing

At this point, effective hand washing strategies should be second-nature. We also understand just how easy it is for children's hands to get dirty. We will be keeping a close eye on them to ensure they're scrubbing and soaping the way they need to — and, we'll do the same!

Disinfecting & Sanitizing

You can be assured that ALL frequently touched surfaces and spaces will be disinfected and sanitized as often as possible. Classroom materials that are used by students and staff will be disinfected between each use. We have a cleaning company that will clean our school daily.

Child Emergency Information Card

An emergency card must be on file on or before the first day of your child's summer session. Please be sure to **completely** fill in the name and address of your child's physician, hospital preferred, and health insurance policy name and number. This card should be kept up-to-date should any changes occur.

Physical Health Form

All students must have a physical health form on file in our school office on or before the first day of your child's summer session. It must be signed by a physician and must include a physical examination and immunization record. This is required by state law. The physical examination must be updated every year, and immunizations must be given as needed. **Please report all allergies** that your child may have in writing to the school office. All student allergies will be posted.

Arrival and Dismissal

PLEASE DO NOT allow your child to enter the building on his or her own.

Summer Program hours are 9:00 - 3:30. Please use our main circle entrance under the green awning for valet service between 8:45AM-9:00AM and 3:30PM-3:45PM. Our staff will meet you at your vehicle and help direct your child where to go. At this time parents and visitors are asked not to enter the building. We ask that you remain in your car during valet. You are required to walk your child(ren) to the main door before or after the valet service has ended.

Any child who has not been picked up by the end of dismissal will be placed in our aftercare program to wait for your arrival. **NOTE:** Parents will be charged a \$10.00 late fee for each 15 minutes or a portion thereof if they are late picking up their child. Students will be released only to persons authorized by their parents. If there are any changes, we require a written note specifying the person having permission to pick up your son or daughter. If you need to add names to the information card once the session has begun, you must do so by contacting the school office. We will ask for proper identification before releasing a child to someone other than the child's custodial parent or legal guardian. These procedures are for your child's safety and protection.

All students enrolled in before or after summer extended care will be signed in and out daily by BHA staff and will only be released to his or her parents or an authorized adult. Only the parents and adults listed on the information card will be permitted to pick up your children. Parents must walk their child to the Extended Care door in the morning before 8:45 AM where you will be greeted by a staff member. Aftercare students can be picked up at the Extended Care Door after 3:45 PM. **NOTE:** Parents will be charged a \$10.00 late fee for each 15 minutes after 6:00 PM or a portion thereof if they are late picking up their child.

Lost & Found

Each student will have their own space for storage of his or her belongings. Please check your child's backpack daily for notes from the office or art projects. **Please make sure that everything your child brings to BHA is clearly labeled with his or her name!**

All lost and found items are kept near the entrance of the multi-purpose room. These items are disposed of at the end of each session, so please remember to retrieve your lost articles as soon as possible!

Extra Clothes

All students ages 5 and under should bring a change of clothing to include: shorts, socks, underpants, and a shirt. These items ***MUST BE LABELED*** and kept at BHA. This is to ensure a change for those times when "accidents" happen either in the classroom or on the playground. An extra mask or two should be included please.

Illness and Medication

If your child has a ***communicable disease*** such as Covid, pink eye, Strep throat etc. **it is important for you to report it to our school office.**

DO NOT SEND YOUR CHILD TO Beverly Hills ACADEMY WITH A FEVER. CHILDREN WITH EXCESSIVE RUNNY NOSES OR COUGHING WILL BE SENT HOME. Your child must be free from fever without medication for **24 hours before returning to BHA.** If your child cannot play outside, you must keep him or her home until he or she is well enough to go out. If your child becomes ill at BHA, we will notify the parents. Your child should be picked up within 45 minutes of notification.

Medication will be administered between 12:00 noon and 1:00PM. **WE WILL NOT BE ABLE TO GIVE YOUR CHILD ANY MEDICATION WITHOUT THE COMPLETE INFORMATION REQUIRED BY THE STATE OF MICHIGAN.** Non-prescription drugs, such as cough drops, aspirin, vitamins, etc., require the same authorization form as prescription medication. A medication form is enclosed. Medication forms may also be obtained in the school office. Please give medications to a staff member. **PLEASE DO NOT** place any medication in your child's lunch box and backpacks.

Lunch

Each child enrolled in the summer program should bring a water bottle to BHA with them daily. All children should bring their lunch and a drink that does not need refrigeration and is clearly marked with his or her name. This summer BHA will offer a daily hot lunch for \$5. A schedule/menu will be sent home from the office.

On Fridays of each session Pizza Lunch will be provided by Beverly Hills Academy for all children & staff.

Each child should bring their own small snack in the morning and a refreshing snack will be served in the afternoon by BHA. The menu for our afternoon snacks, as well as our Pizza Lunch Fridays will be posted. Children enrolled in extended care are welcome to bring an additional snack. Parents are welcomed to celebrate their child's summer birthday at BHA with an individually wrapped treat. Please see a staff member to schedule a date and time.

Beverly Hills Academy is a **PEANUT AWARE FREE** school.

Rest Time

Following lunch there will be a daily quiet time for all children in the Toddler and Primary Groups. Each child that naps will need a blanket and pillow that must be labeled with his or her name. Your child's bedding will be sent home to be laundered every Friday. Older children who do not nap may engage in quiet activities such as reading or sketching. The children in the Elementary group will take part in D.E.A.R. (Drop Everything and Read) and should plan to bring books from home.

No electronic devices of any kind will be permitted at BHA's Summer Program. That means no gaming devices, music or video players, communication devices of any kind.

Water Play

We will have WATER PLAY this summer. Toddler and Primary will participate in water play twice a week. Elementary has waterplay three days a week weather permitting. Please be sure your child wears his or her bathing suit under their clothes to school on the mornings they have waterplay. Their swimsuit and a towel must be labeled with your child's name. Appropriate bathing suits are required. Wet articles must be taken home at the end of the day. Please send along a plastic bag for transporting wet suits and towels. We require that each child wear water sport shoes to protect the feet during water play. Each student is encouraged to bring his/her own bottle of sunscreen. Send in whichever brand you usually use for your child. Our staff will apply the sunscreen you provide for your child before we go outside in the afternoon. Please clearly label the bottle with your child's name. A signed permission slip is required before a staff member can apply your child's sunscreen. Your child is also encouraged to bring a sun hat and a water bottle to BHA if he or she wishes. **Be sure to label every article of clothing including hats and TOWELS and water bottles!**

Field Trips

Students age 6 and older will be going on six field trips this summer. Our field trips have been scheduled and confirmed for each session. Parents are responsible for the transportation and entrance fees for each trip. Parents are welcomed to join us on field trips, simply indicate on the permission slip if you would like to join us. Chaperones may need to drive separately in their

own vehicle. A permission slip will be required before a child will be accepted on each field trip. **On field trip days, students are required to wear his or her summer program T-shirt and bring a completely disposable lunch and beverage** unless otherwise noted on the permission slip. Poor weather may force the cancellation of a field trip without prior notification.

BHA's Chaperone Policy

In order to help ensure that field trips result in safe and educational experiences for all participants, BHA has prepared the following guidelines to provide information about volunteering as a field trip chaperone. Chaperones are expected to comply with Beverly Hills Academy school policies. Chaperones will need to drive separately and follow our bus. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Account for all participants regularly and before changing activities. Please keep cell phone calls to emergencies only. Chaperons may not take pictures/videos of BHA students. Picture taking is limited to your own child only. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. Thank you for your understanding and cooperation in complying with our school's policy.

Newsletter

A newsletter will be sent home during every session of our Summer Program to keep you up-to-date with "BHA SUMMER" news. **A PERMISSION SLIP** for the field trip will be included with the newsletter. **Enrolled students aged 6 and older will be allowed to join the scheduled field trips. All students 5 and younger will remain at BHA.** Field trip permission slips and fees are due the day before the trip. We will go on six field trips this summer, weather permitting. The costs of field trips are the responsibility of the parents.

Please note: Our first field trip of the summer will be on Friday - June 24th. We are going to the strawberry patch. The charge for this trip is \$25 to cover the entrance and transportation fee. Cash, check made out to Beverly Hills Academy or you may use 1Core to cover this fee. Thank you.

Summer T-Shirt

Beverly Hills Academy will provide a BHA T-Shirt for each child enrolled in our summer program. The T-shirt must be worn on all field trip days. If you would like to purchase an additional t-shirt- the cost is \$15.

Beverly Hills Academy Policies

School policies and Covid protocols, sunscreen & insect spray permission slips can be found on the BHA website.